

STOCKWELL PARTNERSHIP

JOB DESCRIPTION

JOB TITLE:	POLISH HERITAGE PROJECT COORDINATOR
REPORTING TO:	DIRECTOR
HOURS:	17.5 hours per week
CONTRACT:	2-year Fixed Term
SALARY:	£14,750 p.a. for 17.5 hours / week (£29,500 p.a. pro rata)

STOCKWELL PARTNERSHIP

Stockwell Partnership has been working with residents and agencies to improve the local neighbourhood since 1999. We deliver services and projects which support:

- individuals in need – through bilingual advice, advocacy and employment training
- community action – supporting people to build their skills, connect with others, and take action on issues they care about
- the local environment – improving the public realm and increasing environmental sustainability

We are a charity managed by a board of local residents, employing 5 members of staff, and working with many volunteers.

POLES IN SOUTH LONDON HERITAGE PROJECT

In 2013 Stockwell Partnership was commissioned by Lambeth Council to research the needs of the Polish community in Lambeth. The subsequent Polish Insight report – see <http://www.stockwell.org.uk/wp-content/uploads/2012/03/Polish-Insight-Project-report.pdf> - was launched at a mini-conference attended by the Polish Consul, residents, senior Lambeth officers and councillors at the Town Hall in April. This report led to our Poles Connect community development project with Lambeth residents. We have subsequently held a *Poles in South London* exhibition in the Lambeth Heritage Festival, and are building on the interest of the local community to explore and preserve the local history of the Polish diaspora.

We have now secured funding from the Heritage Fund for a two year *Poles in South London* project to work with Polish residents and project partners including Lambeth Archives and the Polish Embassy to identify, promote and preserve the local heritage of the Polish diaspora since the Second World War.

MAIN PURPOSE OF JOB

The postholder will work alongside an existing half-time Polish Project Coordinator to take job-share responsibility for the development, delivery, evaluation and reporting of the *Poles in South London* project, increasing the awareness and engagement in heritage of the Polish and wider community in our borough and preserving this heritage for future generations. The two postholders will be expected to work out how to reasonably share the project workload.

KEY TASKS

The postholder will be jointly responsible for all aspects of the project including:

- working with the existing Poles Connect group of residents to recruit volunteer Heritage Ambassadors
- appointing a contractor to train volunteer Heritage Ambassadors in producing oral histories
- undertaking heritage education sessions at local primary schools and Polish supplementary schools
- appointing and managing a contractor to deliver 6 oral histories, working alongside the Heritage Ambassadors – and working with the Lambeth Archives to ensure the oral histories are permanently archived and accessible to all
- organising 4 exhibitions as part of Lambeth Heritage Festival
- organising 4 public events open to the whole community, themed around Polish heritage
- working with artists to develop bilingual electronic and hard copy maps / walk guidance of significant local Polish sites in South London
- organizing 2 heritage walks for local residents
- applying for 2 Blue Plaques
- working in partnership with Lambeth Archives, the Polish Embassy and others to achieve the project aims

General

To recruit and support Polish residents and wider community members to participate in the project

To develop and sustain links with partner organisations including libraries and other organisations and community groups

To be responsible for the reporting, monitoring and evaluation of the project, working closely with Heritage Fund (the proposed project funder) as appropriate.

To be responsible for the project budget

To use social media and other marketing methods to promote the project and its events to a wide audience including councillors, council officers, schools, and the wider community

To manage and support Polish and other volunteers linked to the project

To undertake any other reasonable tasks as agreed with the Stockwell Partnership Director

To abide by and implement Stockwell Partnership's Equal Opportunities, and work within the Safeguarding and Health and Safety Policy Frameworks.

To work within the ethos, aims and objectives of the Stockwell Partnership.

PERSON SPECIFICATION

SECTION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Knowledge and Understanding	<p>Understanding of heritage issues, particularly in relation to cultural history</p> <p>Good knowledge of Equal Opportunities</p> <p>A good understanding of office procedures and practical knowledge of Microsoft Office software</p>	<p>Knowledge of the Polish diaspora</p>
Experience	<p>Experience of delivering community and / or heritage projects / events</p> <p>Experience of community projects and working in a diverse, multicultural context</p> <p>Experience of developing partnerships with voluntary and / or statutory agencies</p> <p>Experience of managing a project budget</p> <p>Experience of the monitoring and evaluation of projects and preparing project reports</p>	
Skills and Abilities	<p>Ability to prioritise and co-ordinate a diverse and complex workload</p> <p>High standard of written and oral communication skills, in English and Polish</p> <p>Ability to handle culturally sensitive issues in an appropriate manner</p>	<p>Good marketing and social media skills</p>

	<p>Good presentation skills</p> <p>An ability to lead and to work as part of a team</p> <p>An ability to show initiative, and work with minimum supervision</p> <p>Willingness to undertake training as required</p>	
Other Requirements	<p>To be available for duties outside normal office hours when required (for which a Time off in lieu system is operated).</p>	